



WALK-THROUGH INFORMATION

A walk-through service for plan review and permit issuance is provided for same day review of applications for permits of small to medium sized nonresidential tenant improvements, residential additions and alterations, decks and signs.

Walk-through applications will be reviewed on a first come, first serve basis. Walk-throughs should be started by 3:00 p.m. in order to obtain same day service. Because some projects are more complicated, the Building Plans Examiner or Zoning Plans Examiner may deem the application unacceptable for the "walk-through" service. It is strongly recommended that a licensed architect or engineer or someone knowledgeable with the Cincinnati and Ohio Building Codes be consulted to assist with plan preparation.

The cost for this optional "walk-through" service is double the regular permit fee with a \$200 maximum fee. No extra charge will be made for the "walk-through" service provided for one, two and three family dwellings. Mechanical permits submitted with building permits where the valuation of the mechanical work is \$3,000 or less are exempt from the walk-through fee.

If a walk-through is not successful the application and plans must be returned to the Customer Service Counter.

Plans that qualify for commercial walk-throughs must meet the following requirements:

1. Applications for all use groups except for assembly, educational, institutional and high hazard uses.
2. Applications must be limited to alterations or repairs in a single tenant space. Walk-throughs for a change of use will not be permitted.
3. Plans must be legible and to scale, clearly showing room names, pertinent dimensions, door schedules, finish schedules, etc. (see checklist). A key plan should be included showing the location of work and exits. All existing and proposed work must be clearly differentiated.
4. Mechanical applications must include the manufacturer's specifications and plans showing all new ductwork, system controls, fire dampers and ventilation rates including outside air requirements.
5. Fire suppression plans must be limited to the alteration of an existing system or relocation of sprinkler heads.
6. Plans designed under the rehab code cannot qualify as a walk-through.
7. New construction, additions or substantial improvements in the Floodplain cannot be walked through.